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IN REPLY REFER TO:
Job #2187-A-BMT

27 May 1958

MEMORANDUM FOR: Deputy Director (Intelligence) - 11
Deputy Director (Plans) - 20
Inspector General - 1
Director of Personnel - 5 (Info)
SA/PD/DCI - 1 (Info)

SUBJECT: Proposed Notice No. [REDACTED] Personnel Policy,
Inquiries Concerning Former Employees

25X1A

25X1A 1. Proposed [REDACTED] is submitted for your concurrence and comments.

2. The purpose of this proposal is to acquaint supervisors with the procedures to be followed in centralized handling of inquiries concerning former or separating Agency employees in order to (a) insure coordination of cover, medical, or security interests and (b) avoid the release of conflicting statements concerning such employees by different components of the Agency.

25X1A 3. Proposed [REDACTED] was initiated by the Director of Personnel. Any questions concerning it may be addressed to Mr. Joseph [REDACTED] Projects and Procedures Staff, Office of Personnel, extension 8146.

4. No field version of the proposal is contemplated.

5. Please indicate your concurrence on the enclosed Concurrence Sheet and submit it, and your comments in duplicate, within five weeks from the date this proposal reaches your office.

25X1A9a

Executive Assistant to the
Deputy Director (Support)

Enclosures:

- 25X1A 1. Proposed [REDACTED] Draft A
2. Concurrence [REDACTED]

REV DATE	22-6-58	BY	886/99
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NEXT REV			

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This Notice Expires (1 year from date of authentication.)

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PERSONNEL
Draft A 27 May 1958

PERSONNEL POLICY

INQUIRIES CONCERNING FORMER EMPLOYEES

1. Supervisory officials of the Agency and the Office of Personnel frequently receive inquiries from prospective employers concerning former employees of the Agency. Also, the Office of Personnel is responsible for active assistance to certain former employees, and employees leaving the Agency, in finding other employment. It is most desirable, therefore, that inquiries from prospective employers be handled at a central point to insure that replies reflect a coordinated Agency position.

2. Such inquiries should be referred to the Chief, Personnel Operations Division, Office of Personnel, on extension 2715. He will insure that administrative, medical, cover, and security considerations bearing on each such inquiry are properly evaluated and coordinated in the interest of the Agency, the employee, and the prospective employer.

DISTRIBUTION: AB

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CONCURRENCE SHEET

TO: Office of the Deputy Director (Support), 121 East Building

25X1A

SUBJECT: Proposed [REDACTED] Personnel Policy, Inquiries Concerning
Former Employees

This issuance has been reviewed and our position is as follows:

- ☐ CONCUR: (Check each factor considered)
- () Substance
 - () Rescissions listed
 - () Classification
 - () Distribution proposed
 - () Sterilization (for field issuances only)
 - () Minor comments, not affecting concurrence, attached in duplicate
- ☐ NONCONCUR: Reasons are stated in separate memorandum, attached, in duplicate

Signature

Office

Date

(Job No. 2187-A-BMT)

Due: 2 July 1958

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